

COMMITTEE ON HUMAN RESOURCES/INSURANCE

May 11, 2005

5:30 PM

Chairman Shea called the meeting to order.

The Clerk called the roll.

Present: Aldermen Shea, Sysyn, DeVries, Garrity

Absent: Alderman Forest

Messrs.: V. Lamberton, Mayor Baines, T. Clark

Chairman Shea stated before I begin this meeting I would like to read a statement. There is an issue that we will be discussing this evening about restructuring of a City department and about positions not about individuals. This measure should help to expand the abilities of the department to recruit and retain more industries to keep our tax base strong. Reviewing and reclassifying positions is something that is done every day in the business world and helps organizations better utilize their existing resources. This is a public meeting, not a public hearing. This is not a financial meeting. This is an HR meeting dealing with job classifications and positions. As Chairman, I have a prerogative given to me and it is the prerogative to recognize or to not recognize anyone. We will hear from the Aldermen on the HR Committee about the new job classification for the Economic Development Office and then take a vote.

Chairman Shea addressed Item 3 of the agenda:

Review by the Human Resources Director of the Mayor's proposed structure of the Office of Economic Development to include new job classification for a Marketing and Retention Specialist.

Alderman DeVries stated I have a couple of questions for the HR Director. First, I would like to find out, the desk audit, how did that prevail on the revolving funds administration? I wasn't sure that that was covered in the new job description and didn't know if the results of the desk audit showed that it did not need to be or would be covered by the Director of Economic Development.

Virginia Lamberton, HR Director, responded the revolving fund would at this point be the responsibility of the Director. I don't know if you know it or not but

there have been discussions about some of the functions in the office, financial functions, being supported by other offices in the City because there is really not enough work to afford a full-time position to do that so there have been discussions and some experimenting on how that would happen. Once those experiments are over I think we can come to a conclusion and determine where it would be best done.

Alderman Garrity stated I would like to hear from the HR Director just exactly what a desk audit entails.

Ms. Lamberton responded this is really not a desk audit. A desk audit is when you have an incumbent who is doing the job and has been doing the job and they fill out a questionnaire and then you go and sit with them and say show me and you look at what they do and you follow through with them. If they go out in the field, you go out in the field with them and do a variety of different things. This is the development of a new class specification based on duties that have been described actually to this Committee for the last couple of years in different formats. I don't know if you remember...are you talking about the previous audits that were done?

Alderman Garrity answered yes.

Ms. Lamberton stated during the month of March desk audits were done on the Destination Manchester position and the Assistant Director position. What that included was the employees completing questionnaires and then a staff person from my office would meet with them. Unfortunately Bill left on vacation so we really never got to do that audit in full colors. We did have an opportunity to meet with Jane and review the information that she gave to Christine, the woman who does the audits, and verify information and ask a lot of questions. So that was accomplished. Then Christine does a report for me outlining her findings and then she and I discuss it a couple of times. Sometimes I send her back out to ask more questions or to ask other departments questions. It depends on the actual desk audit as to what the end result is going to be.

Alderman Sysyn asked what is the grade for the new Economic Development Director.

Ms. Lamberton answered it is a salary grade 28.

Alderman Sysyn asked and what is the Assistant Economic Director salary grade.

Ms. Lamberton answered it is a 22.

Alderman DeVries stated I have a comment more than a question because I think the evaluation of the duties and the entire Economic Development Office have been under scrutiny since probably late last summer or early fall when we first started the discussion in earnest of replacing the Economic Development Director. I am sure many of the Aldermen will recall that from the beginning of those discussions Aldermen questioned the management of resources within that department. So what we have before us today restructuring the positions so that we have people out working if you will...I think it was said back before Christmas in meetings that we wanted to make sure we had not only Chiefs but Indians to do the work. I guess I am not surprised to see this before us this evening. It does look like it is a good redistribution of the duties within that office. I would like to move the question at this point. I will defer to other Aldermen.

Alderman Garrity asked how many total employees in MEDO.

Ms. Lamberton asked currently.

Alderman Garrity answered yes.

Ms. Lamberton stated there are three positions – a Director, an Assistant Director and I believe an Administrative Assistant. The other position for Destination Manchester is actually still assigned to the Mayor's Office.

Alderman Garrity asked and with the restructuring what would be the total number of employees.

Ms. Lamberton answered there would end up being four.

Alderman Sysyn asked would the Destination Manchester Coordinator still be paid under CDBG funds or is he going to be paid with other funds since you are moving him into the Economic Development Office.

Mayor Baines stated I can respond partially to that. There is a combination of payment streams to Bill right now because he does have responsibilities outside the district. The district work is paid for with CDBG funds and there is some other CIP funding that supports his position. As the next phase if you approve this we are going to look at coming before you with, I believe, it would have to be an ordinance and we can talk about that with the Solicitor but right now the Aldermen have established...is it an ordinance, Mr. Clark, that assigns Bill right now to the Mayor's Office?

Solicitor Clark responded it is an action of the Board of Mayor and Aldermen.

Mayor Baines stated we will be coming to the Board to put that position under the Economic Development Office after looking at the scope and the responsibilities of his office and the ramifications that will be placed on his present classification within City government and we will begin working on that immediately when the vote is taken regarding this issue.

Alderman Garrity stated I guess I didn't really get an answer. If this was to take place will a portion of his salary still come from outside sources?

Mayor Baines responded yes.

Alderman DeVries stated I do have one final question. The current incumbent in the Assistant Director's position would have the ability to apply for the new position that is being formatted correct?

Ms. Lamberton replied yes. Remember we have an ordinance that we passed a year or so ago that says all vacant positions within departments would be posted for departmental employees first and they would be the only people who could apply for it before we did anything outside the department.

Alderman DeVries moved to approve the new job classification for a Marketing and Retention Specialist. Alderman Garrity duly seconded the motion.

Alderman Sysyn asked are we just voting on the Marketing and Retention Specialist.

Chairman Shea answered yes that is correct.

Chairman Shea called for a vote. There being none opposed, the motion carried.

Chairman Shea stated I want to acknowledge that we did receive a letter from Jane Hills.

There being no further business, on motion of Alderman Sysyn, duly seconded by Alderman Garrity it was voted to adjourn.

A True Record. Attest.

Clerk of Committee